

SECTION 10.01 UNAUTHORIZED THREE DAY ABSENCE
Last Update: 2/13

Employees who are absent from work for three consecutive workdays without authorization from the appointing authority may be considered to have voluntarily terminated employment.

The appointing authority shall notify the employee of the authority's decision to remove the employee from the payroll. Notification shall be sent to the employee's last-known address, with delivery confirmation required. Upon request, the appointing authority must review and give consideration to extenuating personal circumstances.

A sample notification letter is included in this Chapter.